

Meeting Minutes
LIBRARY BOARD OF TRUSTEES
Wednesday, June 8, 2022
In-Person

Called to Order: 7:35 PM

Regular Business

Roll call

Present: John Trause, Sheila Sterling, Eileen Gabrielle, Jessica Holmes, Miriam Yu, Anne Sullivan (via Zoom), Eric Mangol (via Zoom)

Also joining: Carol Blakeslee – Youth Services Librarian

Absent: Jim Lessersohn, Joe Colella

[Susan Jung joined via Zoom 8:20 PM]

Introduction of Mary Lustberg – Newly hired Administrative Assistant for the Library

Approval of minutes:

Meeting – May 11, 2022 **EG / MY**

Approval of financial reports – May 2022 – and Transaction Reports (Bill Lists) – May 2022 **AS / EG**

Approval of May 2022 Director's Report, Information Services Report, and Youth Services Librarian Report

Youth Services / Information Report: **EG / AS**

Director's Report: There was a miscalculation in the attendance numbers in May report. **JT** will make correction. Motion to accept with amendments to attendance numbers. **MY / JH**

Correspondence

None.

Old Business

Picnic tables for outdoor seating still pending. Awaiting approval from borough (Borough Clerk / Administrator Laura Lyons).

Strategic Plan Committee – met 5/25/22. Discussed community members the library hopes to reach and efforts to build surveys targeted to these groups to get a better sense of what they want from their library. Will continue to work on community outreach, focus groups, and community leader interviews.

Personnel Committee – Met 5/11/22 and will meet after close of this regular library board meeting. Administrative Assistant position now filled. Bookkeeper position also filled, as current

employee has decided to stay on after all. **SS**: committee will look at job descriptions for two current, empty positions that will now be part-time.

MY: PSE&G light fixtures grant. **MY** called for more info; process is very easy. Can all be completed within 5 days. 70-80% of applicants are approved for grant, which entails PSE&G covering 100% costs up front, and they underwrite 70% costs in total. So library would pay back remaining 30% over a 5-year, interest free period.

Staff recommendations

None.

New Business

Motion to approve proposed revisions of Voluntary Termination of Service language in personnel policy. **JT** wants to revise so all administrative and professional staff are required to offer 4 weeks' notice in writing. **EG / JH**

SS: 4th of July parade – reminder we're invited to march. Please RSVP.

Public Portion

Closed Session

Motion to adjourn: EG / MY

8:28 PM

Next Board Meeting Wednesday, July 13, 2022